



Manager's Report

For Council Meeting 9/11/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
American Digital Studios	311 Wingate Pl SW	Digital Imagery
Bacchus Café	9 E Catoctin Cr SW	Restaurant
Blue Lighthouse Productions	126 Carnaby Way NE	Wholesale - Book
CC Decks	405 Ginkgo Ter NE	Deck Building
English Channel, The	32 S King St	Retail - Antiques
Facilitators Inc, The	203 Liberty St SW	Facility Mgmt
Gal Friday Personal Services	406 Huntfield Ct NE	Business Service
Kevin's Custom Trim Handyman	463 Ginkgo Ter NE	Handyman Services
Leesburg Hobbies & Collectibles	9 W Market St	Retail - Hobbies
Loudoun Quilt Shop	26 S King St 2 nd floor	Retail – Quilts
Mr. Chips Inc	105 Haversack Ct NE	Porcelain Refinishing
One Time Cleaning	735 Fieldstone Dr NE #202	Janitorial Service
Plitman, Barbara	837 Balls Bluff Rd NE	Desk Top Publishing
Simply Silver	1314 Moore Pl SW	Retail
Streamline Inc	604 S King St #101	Website Design
Tight Rope Records	445 Fox Ridge Rd SW	Retail – Records
Tompkins Orthopedic Physical Therapy Services PLC	22 Fairfax St SE	Healthcare Services
Williams, Ron C	246 Loudoun St SW	Home Inspections

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Mike Bomgardner	Engineer – Traffic	Engineering and Public Works
Peggy Trainor	Purchasing Associate	Finance
Larry DiRe	Management Intern	Executive

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
none		

<u>Transfers</u>	<u>New Position</u>	<u>Department</u>
John Johnston	Senior Planner	Planning, Zoning and Development

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period August 6, 2001 through August 30, 2001**

- IPCO Parcel B-10, Sketch Plan, Subdivision into Two Lots - Delane Parks
- Toll House Plaza, Sketch Plan, Add and Additional Pad site for a commercial Building-Delane Parks
- Main Street Program, Exploratory Towns Team, Ongoing, Nick A. Colonna, Marantha Edwards, Mayor Webb,
- Annexation Study, Received August 3, 2001 Due to be Submitted to Consultants -Planning Staff
- Zoning Ordinance Update, Brian Boucher
- Battlefield Parkway Shopping Center, remodeling of Hechinger's-Nick A. Colonna
- Potomac Crossing Section 10, Rough Grading Plan, John Johnston
- Edwards Landing Phase IV, Rough Grading Plan, Nick A. Colonna
- Edwards Landing Phase IV, Construction Drawing, 37 Townhomes, 2nd Submittal, Nick A. Colonna
- Edwards Landing Phase 2B, Rough Grading Plan, Nick A. Colonna
- Sycolin Road Improvement, Construction Drawings, Delane Parks
- Kincaid Forest section 4B, Inserts for approved construction Drawings, Nick A. Colonna/John Johnston
- Stratford Ryland, Lake Facility, Construction Drawings, Delane Parks
- Potomac Crossing/Battlefield Parkway Phase III Road Improvements, Construction Drawings, Floodplain Alteration Plan, Nick A. Colonna

Plans reviewed or completed during the period August 6, 2001 through August 30, 2001

- Potomac Station Section 10, Final Plat, 1st submission, - Delane Parks
- Stratford Ryland Sanitary Sewer Relocation- Delane Parks
- Potomac Station, Section 8H Final Plat and Deed, Conditional Approval- Delane Parks
- Chelsea Outlet Mall, Boundary Line Adjustment for Middleburg Bank, Conditional Approval, Nick A. Colonna
- Edwards landing Section 3, 1st Submittal, 108 Signal Family Homes, Nick A. Colonna
- Edwards landing Phase 2A, Final Plat, Conditional Approval-Nick A. Colonna
- The Hamlet at Leesburg, Final Plat, Conditional Approval -Nick A Colonna
- The Hamlet at Leesburg, Construction Drawings, 2nd Submission-Nick A. Colonna
- Leesburg Executive Airport, Runway Improvements, Conditional Approval-Delane Parks
- Hampton Inn, Final Submission, Preliminary Plan, Conditionally Approved- Nick A. Colonna
- Hawkins Property, Preliminary/Final Plat, Construction of Office Space, Conditional Approval to Department of Engineering- Nick A. Colonna
- Edwards Landing 2B, Final Plat, Conditional Approval-Nick A. Colonna

Comprehensive Planning Division Activity (regarding Rezonings and Special Exceptions) thru August 31, 2001**Rezonings:**

- Potomac Crossing Concept Plan and Proffer Amendment, and Town Plan Amendment: Vote postponed at July 10, 2001 Town Council post public hearing meeting to the September 11, 2001 meeting. Action expected on that date. Will go to Town Council work session September 10, 2001. Randy Hodgson
- Catoctin Square: This case proposes a rezoning from B-2 to R-22, to allow for the construction of 176 apartment units. The property involved is located off of Catoctin Circle behind the Kmart/Giant shopping center on Market Street and Edwards Ferry Road. Scheduled to go to the Planning Commission post public hearing meeting September 6, 2001. Action expected at this meeting. Randy Hodgson
- Hawkins: This case proposes a rezoning from I-1 to R-16, to allow for the construction of 36 townhouse units. The property involved is located adjacent to the Fox Chapel Condominiums and the Route 15 Bypass. This case did not go to the August 2, 2001 Planning Commission meeting. It is currently in review process by staff and is not scheduled for meetings. Randy Hodgson
- Tavistock: This case proposes changes to the original concept plan regarding rear setbacks, to allow for the construction of decks behind the townhouses. The property involved is located in the Tavistock Farms development. Scheduled to go to the Planning Commission for briefing September 20, 2001 and to Planning Commission for public hearing October 4, 2001. Randy Hodgson
- Leesburg Airport Corporate Park: This case proposes a rezoning from I-1 to MA, to allow for airport expansion. The property involved is located off of Sycolin Road and Miller Drive. This case is currently in the review process by staff and meetings have not yet been scheduled. Randy Hodgson

Special Exceptions:

- Khalid, Rise and Shine Day Care: Planning Commission voted to recommend approval of staff's recommendation and suggested conditions. Went to the Town Council meeting August 13, 2001 for preview. Is scheduled to go to worksession September 10, 2001 and public hearing September 11, 2001. Nancy Costa

ZONING PERMITS 01-1175 – 01-1280**NEW CONSTRUCTION RESIDENTIAL**

Potomac Crossing 4 SFD @ \$105,000

Potomac Station 14 SFD @ \$105,000

Kincaid Forest 2 SFD @ \$100,000

4 SFA @ \$126,000

Beauregard Estates 1 SFD @ \$125,000

Stowers/Evergreen Mills 2 SFD @ \$100,000

Woodlea Manor 1 SFD @ \$100,000

NEW CONSTRUCTION COMMERCIAL

101 Blue Seal Drive SE

Tenant Fix up – Airport Commerce Park \$8,500.00

908 Trailview Blvd. Interior Fix up \$3,200.00

22 Fairfax Drive S.E. Tenant Fix Out \$50,000.00

224 Cornwall Street NW Alterations to the Interior of Loudoun Hospital Center

36-C Catoctin Circle S.E. Interior Fix up VA Village Shopping Center \$2,000.00

21 Catoctin Circle Repair Fire Damage \$12,000.00 Loudoun Motor Sports

OCCUPANCY PERMITS RESIDENTIAL

Potomac Station 7 SFD 8 SFA

Sycamore Hills 4 SFA

Evergreen Mills 2 SFD

Woodlea Manor 3 SFD

Tavistock Farms 2 SFD 2 SFA

Potomac Crossing 3 SFD

Drymill 2 SFD

Beauregard Heights 1 SFD

Evergreen Meadows 1 SFD

501 Constellation Square Gateway Condominiums

501-A to 501-L Gateway Condominiums

OCCUPANCY PERMITS COMMERCIAL

14 Cardinal Park Drive SE Surplus Storage-Loudoun County

222 South King Loudoun Academy of the Arts

241 Fort Evans Road Smithsonian Museum Stores

470 Evergreen Mill Rd. School Loudoun County

906 Trailview Blvd. SE Leesburg Office Building

210 Gibson Street NW Water Treatment Plant Town of Leesburg

Water & Sewer Administration

Capital Projects Update

a. Water Storage Tank Siting Evaluation

Ten proposals were received on September 4th for engineering services relating to the low pressure investigation and water tank siting study. These proposals are under review by the selection committee and a recommendation to Council is anticipated within the next three weeks.

Water Supply Division

a. Training

Gary Yoho and Jamie Matthews attended VPI Water I Operator's Short School during the week of August 12th – 17th, 2001.

Capital Projects Update**a. Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

- Conducting electrical operations.
- Performing painting and special coating applications.
- Control system configuration and equipment calibrations are in progress.
- Laboratory is complete. Relocation is in progress.
- Performing work change directive operations.

b. WTP Expansion Project Status

Dollar value complete 98.8% Time Elapsed 140%.

The contractor continues to be approximately 251 days behind schedule.

- Contract start day was May 1, 1999.
- Original contract days – 401 days to substantial completion date of August 23, 2000.
- A time extension 127 days was granted making the substantial completion date December 28, 2000. This extended the revised contract by 608 days to substantial completion.
- No additional time extension has been agreed upon, therefore liquidated damages are being withheld at a rate of \$1,000.00 per day.
- Approximately \$221,000.00 liquidated damages have been withheld to date. Katz & Stone have been retained to represent the town in this construction contract dispute with Conewago Enterprises, Inc.

Water Pollution Control Division**a. Sewage Spill at WPCF**

A sewage spill occurred at the WPCF on August 19TH due to a SCADA system malfunction, causing approximately 10,000 gallons of wastewater to overflow the new BNR splitter box. The spill was completely contained in the storm water containment basin and returned to the WPCF for treatment, resulting in no unpermitted discharge to the environment. activities, severe thunderstorms or vandalism.

WPCD FY02 Project Status Report**a. Capital Improvement Projects**

- WPCF Expansion Project: Contract executed and Purchase Order (PO) issued for Study Phase. Kick-off workshop was held for August 30th.
- WPCF Office Space: Bids for construction were received August 29th, 2001 with Camcon LP the low bidder at \$84,652.77. This bid was within the project budget estimate.
- Underground Fuel Tank Replacement: Bids for construction were received on August 29, 2001 with Camcon LP the low bidder at \$84,652.77. This bid was within the project budget estimate.
- SCADA System Upgrades: Contract executed and PO issued for study phase.

- Dump Truck Replacement: Quotes obtained and POs issued.
- Potomac Pumping Station (second developer-funded pumping station in River Creek): Design completed to town standards and construction is underway.

a. Capital Outlay Projects

- WPCF Administration Building Heat Pump Replacement: Quotes obtained on a 5-ton energy efficient unit and PO issued.
- WPCF Energy Improvements: Engineering completed and a PO issued for installation of power factor capacitors on four 150 horsepower pumps. This project brings the total number of improvements using power factor capacitors to 13 pieces of equipment and 1850 connected horsepower. Variable frequency drive technology is even more efficient, and 27 pieces of equipment utilize these systems.
- Solids Management Plan Update: Contract executed and PO issued.
- Storm water Permit Assistance: Contract executed and PO issued. Kick-off workshop is scheduled for September 14TH.

b. Training

Museum Harry Grimm attended the Supervisors Training Class, Ted Castel attended the Level 3 Wastewater Treatment Class, and Bill Caulfield attended the Level 2 Wastewater Treatment Class from August 20-24, 2001. These are annual classes sponsored by the Virginia Department of Environmental Quality and are held on the VPI/SU campus.

Utility Lines Division**a. Training**

Dustin Childress & Hank Woodward attended Word 97' training held at County Complex.

R.S. Noe

TOWN OF LEESBURG

Full-time positions being recruited as of September 7, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<u>Eco</u> n Dev	1	Econ Dev Director	5/7/01	√	√	On hold			
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Asst Supt - Buildings	1/24/01	√	√	√	√	√	√
	1	Asst Supt - Streets	7/1/01	√	√				
	1	Engineer – Spec Projects	1/24/01	√	√	√			
	1	Inspector Supervisor	5/22/01	√	√				
	1	Administrative Associate II	9/4/01	√	√				
Finance	1	Managmt/Budget Analyst	6/25/01	√	√	√	√		
Parks & Rec	1	Front Desk Supervisor	7/1/01	√	√	√	√		
	1	Parks Manager	9/4/01	√	√				
Human Res	1	Human Resources Director	7/1/01	√	√				
P&Z	1	Director of P&Z	8/4/01	√	√				
Police	2	Communications Tech I	8/1/01	√					
Util Lines	2	Util Maint Worker II	7/1/01	√	√	√	√		
	1	I/I Technician	7/1/01	√	√				
<u>TOTAL</u>	17								